

Office Memorandum • UNITED STATES

TO : Chief, General Services

DATE: 6 January 1953

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Branch during the month of December, 1952.

Volume:

1. Requests for services processed during month of December
 - A. New requests by memorandum or requisition 246
 - B. On hand prior to December 19
 - Total 265
 - C. Written orders placed with GSA 148
 - D. Number on hand no action as of 31 December 14
 - E. On hand 60 days or more and not yet submitted to G.S.A. 0

2. Funds obligated (This section submitted January, April, July and October)
 - A. Fourth Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,625
 2. Special Projects
 - a. Renovations (6615-00) \$19,994
 - b. Renovations (Other) 1,265
 - \$21,259
 3. Quarterly orders written, 28, \$373,145.
 4. Protective Services (GSA Guards)
 - a. 176 reimbursable posts \$99,113
 - b. 25 non-reimbursable posts
 5. Laborers and Trucks (From GSA) 5,333
 - Total Funds Obligated \$104,446

3. Sums paid to GSA during December against orders encumbered in third quarter
 1. Alterations and Installations \$27,880
 2. Guards 84,782
 3. Laborers and Trucks 6,690
 4. Elevator 50
 5. Fireman-Laborers 1,622
 - \$121,024

4. Work Load Status
 - A. Number of Requests on which orders have been placed but work has not been completed

| | |
|--------------|--|
| 30 days old | 69 Document No. 004 |
| 60 days old | 63 NO CHANGE in Class. <input checked="" type="checkbox"/> |
| 90 days old | 32 <input checked="" type="checkbox"/> DECLASSIFIED |
| 120 days old | 24 <input checked="" type="checkbox"/> Class. CHANGED TO: TS S C |
| Total | 188 |

DDA Memo, 4 Apr 77

Auth: DDA MEMO, 4 APR 77

Date: 28 MAR 1978 By: []

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B. Orders submitted to GSA non-reimbursable

| | |
|------------|------------|
| In writing | 15 |
| Verbal | <u>500</u> |
| | 515 |

C. Inter-office memorandums 16
Inter-Agency letters 3

D. Space moves during December 8
Total personnel moved 247
Man hours by GSA Laborers 2512
Estimated cost \$4,778

25X1A9A



Attachments

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